Revised 8-4-00 replaces 3-1-99 version.

Process	*Month-End Processing*
Process Number	*AP-031*

Description of Process

At month-end close, FSS automatically generates the following Accounts Payable reports for all business units:

1. APXXX0403 Outstanding Payables by Vendor

2. APXXX0409 Outstanding Payables by SubClass

3. APXXX0419 Travel Expense Report

4. APXXX0420 Per Diem and Expenses Report

For the Audit Department only, FSS automatically generates a file that contains all Business Unit Travel Expense Report data and Per Diem and Expenses Report data.

Also at each month-end close, FSS runs a script called ap_setacctdt that updates the accounting date to the new accounting period for any vouchers that are still in error (i.e., BCM errors, Match exceptions and vouchers in a "recycle" entry status.)

Internal procedures unique to each agency must be developed to accommodate any month end agency requirements. Monthly reconciling of the outstanding payables balances, cash disbursement activity, and expense balances should be an agency priority. The General Ledger Trial Balance report is used to balance Accounts Payable monthly expenses. Agencies should also monitor and correct any unprocessed transactions. These transactions have not been process through the Accounts Payable system. The following queries may be used to identify unprocessed transactions:

1. 0AP042_Vouchers_Not_Posted

2. 0AP043_Payments_Not_Posted

3. 0AP014_Vouchers_On_Hold

Agencies should monitor and correct any Match and Budget errors.

Input to Process

General Ledger closes the accounting period

Output of Process

Varies on agency's internal requirements

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Reports/Queries	Listed above.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: **Perform Tasks after Month end Close** Internal procedures unique to each agency must be developed to accommodate any agency requirements. Balancing activity between Accounts Payable and General Ledger should be performed.	Agency

Forms Used with Process

None

Process Flow Diagram (if appropriate):

None

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			08-11-00
Mindy Byram	Design Analyst			08-11-00